Operating Policy and Procedure

SON OP: 20.105 Ken Ketner Faculty Development Leave (Sabbatical)

PURPOSE: The purpose of the policy is to standardize the approach to processing faculty leaves of absence (sabbatical).

REVIEW: This section of the handbook shall be reviewed by the Dean, Coordinating Council, and Professional Development Council by September 1st on odd-numbered years.

I. Objective
   The principal objective of the faculty development leave program is to allow faculty members to engage in study, research, writing, clinical skills acquisition and similar projects, free from other academic obligations.

II. Eligibility
   A faculty member is eligible by reason of service to be considered for a faculty development leave when he/she has served as a member of the faculty of the TTUHSC School of Nursing for at least five consecutive academic years. This service may be as an associate or full professor, and must be on full-time academic duty but need not include teaching. The faculty member must be tenured at the beginning of the leave in order to receive the leave. A second leave ordinarily will not be granted to the same faculty member within five years of the first leave. (This is per TTUHSC Policy 60.02 and the Texas Education Code Section 51.104).

III. Details of program
   A. The following factors, in decreasing order of importance, are considered in ranking applications for development leave:
      1. Evidence that the leave will increase the applicant’s research or practice effectiveness.
      2. Potential for creative work or contribution to knowledge in applicant’s field.
      3. Evidence that the applicant has shown professional growth and substantial competence in his or her field through publication.
      4. Length of time since last faculty development leave.
      5. Length of service to TTUHSC School of Nursing.
      6. Potential for future leadership roles in the School of Nursing and the Nursing profession.

   B. Leaves granted under this program are ordinarily for a single academic term at full salary (does not include any administrative supplement). Salary for leave periods of between six and twelve months are prorated accordingly. Fringe benefits continue as negotiated.

   C. All faculty development leaves must conform to the State of Texas Faculty Development Leave Act, as amended, and to the rules of the TTUHSC Board of Regents.

   D. Remuneration:
      Merit or other salary increases at this institution are not affected by the leave. A member of the faculty on development leave is a faculty member for purposes of participating in the programs and receiving the benefits made available by or through the institution or the state
to faculty members.

Responsibilities of the recipient:

1. The recipient is expected to return to employment at TTUHSC for a period of time of not less than one year following the completion of this leave unless mutually agreed otherwise. If the faculty member voluntarily leaves TTUHSC within the one-year period following completion of a faculty development leave, the faculty member is required to reimburse TTUHSC for the salary and benefits paid during the period of the faculty leave.
2. The recipient is to submit a report to the Dean and Associate Dean for Research and Scholarship on his/her activities and outcomes during the leave within three months after the end of the leave.

IV. Procedure for participation in the program

This is a competitive process open to tenured faculty in the School of Nursing. Applications will be due June 1 for the Fall semester and October 1 for the Spring semester. This timeline may be adjusted to allow for Board of Regents approval. If money is available, applications will be due March 1 for the Summer semester.

The Faculty Development Leave Application Form is to be completed and submitted to the Associate Dean for Research and Scholarship for distribution to the Faculty Development Leave Selection Committee.

V. Faculty Development Leave Selection Committee

a. The Selection Committee will consist of the Associate Dean for Research and Scholarship as chair and three tenured faculty members not seeking Faculty Development Leave for the following semester and approved by the Dean of the School of Nursing in consultation with the Associate Dean for Research and Scholarship. Their deliberations and decisions will be based on the applications received. The Committee will make recommendations to the Dean of the School of Nursing for final selection.

VI. Exceptions

For noteworthy circumstances, non-tenured faculty application exceptions may be made by the Dean/Associate Dean for Research and Scholarship. The faculty member desiring the exception must contact the Associate Dean for Research and Scholarship to seek permission to submit an application. The Dean and Associate Dean for Research and Scholarship will determine if the faculty may submit an application.

VII. Recognition

The recipient may style themselves as a Ken Ketner Faculty Fellow (year) in their TTUHSC Signature Line.